



## BID/PROPOSAL

COMMODITY: SECURITY SERVICES FOR URI COMMENCEMENT DATE: 3/30/2016

FORMAL BID NO. \_\_\_\_\_ PUBLIC BID NO. 100224 RFP NO. \_\_\_\_\_

BIDS ARE TO BE RECEIVED IN URI PURCHASING DEPARTMENT BY: DATE: 4/20/2016 TIME: 3:00 PM

BUYER: RYAN PINCINCE / MSC SURETY REQUIRED: YES: \_\_\_\_\_ NO: X

PRE-BID/PROPOSAL CONFERENCE: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

MANDATORY: YES: \_\_\_\_\_ NO: \_\_\_\_\_

LOCATION: \_\_\_\_\_

BE SURE ALL INFORMATION SHOWN BELOW IS CORRECT.  
FEDERAL EMPLOYER IDENTIFICATION NUMBER MUST BE INCLUDED.

COMPANY NAME: \_\_\_\_\_ FEIN: \_\_\_\_\_

STREET AND NUMBER: \_\_\_\_\_

CITY, STATE & ZIP CODE: \_\_\_\_\_

ORDERING E-MAIL ADDRESS: \_\_\_\_\_

**No offer will be considered that is not accompanied by the attached  
University of Rhode Island Bidder Certification Form/Contract Offer  
completed and signed by the offeror.**

Print Name and Title \_\_\_\_\_

Telephone Number/Facsimile Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Company F.E.I.N. \_\_\_\_\_

**THIS BID WILL NOT BE HONORED UNLESS SIGNED**

*The University of Rhode Island is an equal opportunity employer committed to the principles of affirmative action.*

University of Rhode Island Bidder Certification Form

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

Rules for Submitting Offers

This Certification Form must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with the University of Rhode Island. As such, submittal of the entire Bidder Certification Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/LOI number, date and time of opening marked in the upper left hand corner of the envelope. Each bid/offer must be submitted in separate sealed envelopes.

A complete signed (in ink) offer package must be delivered to the University of Rhode Island Purchasing Office by the time and date specified for the opening of responses in a sealed envelope.

Bids must be submitted on the URI bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Documents misdirected to other State locations or which are not present in the University of Rhode Island Purchasing Office at the time of opening for whatever cause will be deemed to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the University of Rhode Island Purchasing Office. Postmarks shall not be considered proof of timely submission.

RIVIP SOLICITATIONS. To assure maximum access opportunities for users, public bid/RFP solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the Web Site has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored. When the result of an internet solicitation is unsuccessful, the University of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors.

PRICING. Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the University Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The University of Rhode Island is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price. PRICES QUOTED ARE FOB DESTINATION.

DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense.

PREVAILING WAGE, OSHA SAFETY TRAINING and APPRENTICESHIP REQUIREMENTS. Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at [www.dlt.ri.gov](http://www.dlt.ri.gov).

PUBLIC RECORDS. Offerors are advised that all materials submitted to the University for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting the Rhode Island Vendor Information Program (RIVIP) at [www.purchasing.ri.gov](http://www.purchasing.ri.gov), Solicitation Opportunities +, Other Solicitation Opportunities or appearing in person at the University of Rhode Island Purchasing Office Mondays through Fridays between 8:30 am – 3:30 pm. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the RIVIP.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the University's sole option.

**BID SURETY.** Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

**SPECIFICATIONS.** Unless specified "no substitute", product offerings equivalent in quality and performance will be considered (at the sole option of the University) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

**VENDOR AUTHORIZATION TO PROCEED.** When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the University of Rhode Island, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the University of Rhode Island Purchasing Office PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR pricing agreement made in writing by the University of Rhode Island Purchasing Office, shall be considered a binding contract.

**REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE AND BOARD OF GOVERNORS FOR HIGHER EDUCATION CONTRACTS.** This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State's Purchasing Laws and Regulations and other applicable State Laws, including the Board of Governors for Higher Education General Terms and Conditions of Purchase. The regulations, General Terms and Conditions are incorporated into all University of Rhode Island contracts and can be viewed at: [www.ribghe.org/procurementregs113006.pdf](http://www.ribghe.org/procurementregs113006.pdf) and [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

**ARRA SUPPLEMENTAL TERMS AND CONDITIONS.** Contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

**EQUAL EMPLOYMENT OPPORTUNITY.** Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 or more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws also apply.

**PERFORMANCE BONDS.** Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the issuance of a tentative notice of award.

**DEFAULT and NON-COMPLIANCE** Default and/or non-compliance with the requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the state/University of Rhode Island.

**COMPLIANCE** Vendor must comply with all applicable federal, state and local laws, regulations and ordinances.

**SPRINKLER IMPAIRMENT AND HOT WORK.** The Contractor agrees to comply with the practices of the State's Insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the Risk Management Office at the University of Rhode Island.

Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. **Bid Proposals that do not include a copy for public inspection will be deemed nonresponsive.**

For further information on how to comply with this statutory requirement, see R.I. Gen. Laws §§ 37-2-18(b) and (j). Also see State of Rhode Island Procurement Regulation 5.11 at <http://www.purchasing.ri.gov/rulesandregulations/rulesAndRegulations.aspx>

**ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS**

Offerors must respond to every disclosure statement. A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements.

Indicate Yes (Y) or No (N):

\_\_\_\_ 1 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been subject to suspension or debarment by any federal, state, or municipal government agency, or the subject of criminal prosecution, or convicted of a criminal offense with the previous five (5) years. If so, then provide details below.

\_\_\_\_ 2 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has had any contracts with a federal, state or municipal government agency terminated for any reason within the previous five (5) years. If so, then provide details below.

\_\_\_\_ 3 State whether your company or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been fined more than \$5000 for violation(s) of Rhode Island environmental laws by the Rhode Island Department of Environmental Management within the previous five (5) years. If so, then provide details below.

\_\_\_\_ 4 I/we certify that I/we will immediately disclose, in writing, to the University Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

\_\_\_\_ 5 I/we acknowledge that, in accordance with (1) Chapter §37-2-54(c) of the Rhode Island General Laws "no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe," and (2) RIGL section §37-2-7(16) which identifies the Board of Governors for Higher Education as a public agency and gives binding contractual authority to the University Purchasing Agent, including change orders and other types of contracts and under State Purchasing Regulation 8.2.1.1.2 any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the University of Rhode Island may be disregarded and shall not be binding on the University of Rhode Island.

\_\_\_\_ 6 I/we certify that I or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

\_\_\_\_ 7 I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

\_\_\_\_ 8 I/we certify that I/we understand that falsification of any information herein or failure to notify the University of Rhode Island Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

\_\_\_\_ 9 I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.

\_\_\_\_ 10 I/we acknowledge that I/we understand the State's Purchasing Laws (§37-2 of the General Laws of Rhode Island) and Purchasing Regulations and General Terms and Conditions available at the Rhode Island Division of Purchases Website (<http://www.purchasing.ri.gov>) and the Board of Governors Website ([www.righe.org/procurementregs113006.pdf](http://www.righe.org/procurementregs113006.pdf)) apply as the governing conditions for any contract or purchase order I/we may receive from the University of Rhode Island, including the offer contained herein.

\_\_\_\_ 11 I/we certify that the bidder: (i) is not identified on the General Treasurer's list, created pursuant to R.I. Gen. Laws § 37-2.5-3, as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

\_\_\_\_ 12 If the product is subject to Department of Commerce Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR), please provide the Export Control Classification Number (ECCN) or the US Munitions List (USML) Category: \_\_\_\_\_

\_\_\_\_ 13 I/we certify that the above information is correct and complete.

IF YOU HAVE ANSWERED "YES" TO QUESTIONS #1 – 3 OR IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #4 – 11 and 13 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein.

Vendor's Signature: \_\_\_\_\_ Bid Number: \_\_\_\_\_ Date: \_\_\_\_\_  
(Person Authorized to enter into contracts; signature must be in ink) (if applicable)

Print Name and Title of Company official signing offer Telephone Number \_\_\_\_\_

COMMODITY: SECURITY SERVICES FOR URI COMMENCEMENT  
OPENING DATE & TIME: 4/20/16 3:00 PM

SHIP TO:  
UNIVERSITY OF RHODE ISLAND  
PUBLIC SAFETY  
44 LOWER COLLEGE ROAD  
KINGSTON, RI 02881

BIDDER (NAME OF FIRM)

BIDDER (NAME OF FIRM)

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QTY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
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INSTRUCTIONS:

IF BIDDING ON ANY ITEM, THE ENTIRE BID MUST BE RETURNED. THE PRICE COLUMN ON THE RIGHT WILL BE DETACHED TO CREATE A BID TABULATION SPREAD SHEET FOR THE "OFFICIAL BID ANALYSIS", THEREFORE:

- VENDOR NAME MUST APPEAR IN BOTH COLUMNS ON "EVERY" PAGE UNDER THE WORDS "BIDDER"
- PRICE COLUMNS MUST CONTAIN "EXACTLY" THE SAME INFORMATION.
- ANY SUPPLEMENTARY INFORMATION MUST BE REPEATED IN "BOTH" COLUMNS.
- TO ASSURE THAT OFFERS ARE CONSIDERED ON TIME, EACH OFFER MUST BE SUBMITTED WITH SPECIFIC BID/RFP NUMBER (PROVIDED ABOVE), DATE AND TIME OF OPENING MARKED IN THE UPPER LEFT HAND CORNER OF ENVELOPE. EACH BID/OFFER MUST BE SUBMITTED IN SEPARATE SEALED ENVELOPES:

MAIL TO:

COURIER:

UNIVERSITY OF RHODE ISLAND  
P.O. BOX 1773  
PURCHASING DEPARTMENT  
KINGSTON, RI 02881

UNIVERSITY OF RHODE ISLAND  
PURCHASING DEPARTMENT  
DINING SERVICES DISTRIBUTION CENTER  
10 TOOTELL ROAD  
KINGSTON, RI 02881-2010

DOCUMENTS MISDIRECTED TO OTHER STATE LOCATIONS OR WHICH ARE NOT PRESENT IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT AT THE TIME OF OPENING FOR WHATEVER CAUSE WILL BE DEEMED TO BE LATE AND WILL NOT BE CONSIDERED. FOR THE PURPOSE OF THIS REQUIREMENT, THE OFFICIAL TIME AND DATE SHALL BE THAT OF THE TIME CLOCK IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT. POSTMARKS SHALL NOT BE CONSIDERED PROOF OF TIMELY SUBMISSION.

FAILURE TO COMPLETE FORM AS INSTRUCTED MAY BE GROUNDS FOR "DISQUALIFICATION".

GROUP PURCHASING ORGANIZATIONS (GPO):

THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:

- Educational & Institutional Cooperative Purchasing (E&I)
- Provisia

DO NOT ATTACH QUOTES. QUOTATIONS SUBMITTED WITH BID RESPONSES WILL NOT BE CONSIDERED. ALL BID RESPONSES ARE IN ACCORDANCE WITH THE ATTACHED BID SPECIFICATIONS AND THE BOARD OF GOVERNORS FOR HIGHER EDUCATION PROCUREMENT REGULATIONS:

- <http://www.ribghe.org/procurementregs113006.pdf>

COMMODITY: SECURITY SERVICES FOR URI COMMENCEMENT  
 OPENING DATE & TIME: 4/20/16 3:00 PM

SHIP TO:  
 UNIVERSITY OF RHODE ISLAND  
 PUBLIC SAFETY  
 44 LOWER COLLEGE ROAD  
 KINGSTON, RI 02881

BIDDER (NAME OF FIRM)

BIDDER (NAME OF FIRM)

BID NO: 100224

BID NO: 100224

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ITEM NO.

ITEM NO.	DESCRIPTION	QTY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
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UNARMED SECURITY GUARD SERVICES FOR URI COMMENCEMENT ON SUNDAY MAY 22, 2016  
 PER THE ATTACHED SPECIFICATIONS.

1	SUPERVISORS (3 INDIVIDUALS AT 12 HRS. EA.)	BID A PRICE PER PERSON/PER HR	36	HRS \$	/HR \$			1
2	SECURITY GUARDS (40 INDIVIDUALS AT 12 HRS. EA.)	BID A PRICE PER PERSON/PER HR	480	HRS \$	/HR \$			2

INSURANCE

IN ACCORDANCE WITH THE BOARD OF GOVERNORS (BOG) FOR HIGHER EDUCATION GENERAL CONDITIONS OF PURCHASE, INSURANCE CERTIFICATES ARE REQUIRED FOR WORKERS COMPENSATION, GENERAL LIABILITY, PROPERTY DAMAGE AND AUTO INSURANCE. UPON NOTICE OF TENTATIVE AWARD, THE SUCCESSFUL BIDDER(S) WILL BE REQUIRED TO SUBMIT THE ABOVE NAMING THE RHODE ISLAND BOARD OF EDUCATION, THE UNIVERSITY OF RHODE ISLAND, AND THE STATE OF RHODE ISLAND AS ADDITIONAL INSURED, BY A FIRM AUTHORIZED TO DO BUSINESS IN THE STATE OF RHODE ISLAND.

QUESTIONS, IF ANY, REGARDING THIS BID SHOULD BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: URIPURCHASING@URI.EDU  
 NO LATER THAN APRIL 8, 2016 AT 4PM. QUESTIONS ARE TO BE SUBMITTED IN A WORD FORMAT WITH THE SUBJECT LINE OF THE  
 EMAIL TO READ: BID 100224 QUESTIONS.

**2016**  
**SCOPE OF WORK FOR**  
**UNARMED SECURITY SERVICE**  
**FOR UNIVERSITY OF RHODE ISLAND**  
**Kingston, RI 02881**

**INTRODUCTION**

The University of Rhode Island (URI) has a requirement to procure unarmed security guard services to increase physical security in order to safeguard faculty, staff, students, visitors, vendors, facilities, property, and assets from loss, theft, damage, criminal acts, sabotage, and acts of terrorism. A well-trained and equipped security guard force provides management with an effective means to implement and monitor the University's security management program. Security guards are required to conduct access control and screening, monitor crowd behavior, and other duties as outlined in this Scope of Work (SOW), URI's Incident Action Plan for commencement (IAP), and special instructions provided by the URI Director of Public Safety.

**SCOPE OF WORK**

General scope of work shall be to provide unarmed security guard services at the University of Rhode Island (URI) commencement ceremonies on Sunday May 22, 2016.

The Contractor shall provide security guard staffing as follows:

**TABLE 1: URI COMMENCEMENT SECURITY GUARD STAFFING**

<i>Position</i>	<i>Quantity</i>	<i>Times</i>	<i>Hours</i>	<i>Ext. Hours</i>
Supervisors	3	0630-1830	12	36
Security guards	40	0630-1830	12	480
Total hours .....				516

The Contractor shall furnish all labor, supervision, materials, equipment, and management necessary to provide security guard services in accordance with the stated requirements. The Contractor must implement all necessary scheduling, personnel, and equipment control procedures to ensure a timely accomplishment of all requirements herein.

**REQUIREMENTS OF THE CONTRACTOR**

Contractor shall provide competent, qualified security guards licensed by the State of Rhode Island as well as the necessary equipment and supervision to provide high quality security services at the URI

commencement ceremonies. Contractor shall assign these security guards to posts and patrols as specified in URI's Incident Action Plan (IAP) to be provided to the Contractor by the URI Director of Public Safety.

The Contractor providing security guard services must meet the following specifications:

- Contractor shall be licensed by the State of Rhode Island Attorney General's Office to engage in the private security guard business and shall have maintained said license in good standing for a period of no less than three (3) years.
- Contractor shall be responsible for appearance, conduct, and supervision of all security guards, ensuring that all personnel conduct themselves in a professional and courteous manner.
- Contractor shall ensure that the security guards are punctual and that the posts are staffed during the times specified in URI's Incident Action Plan. Contractor's staff shall be deployed and carry out security-related assignments as directed by URI Public Safety.
- Contractor shall be responsible for providing relief staff for security guard breaks and meals as required such that there is no reduction in staffing for any post or patrol assignment.
- Contractor shall provide administrative supervision for all guards furnished under this Scope of Work. Contractor's supervisors shall serve as liaisons between the Contractor and designated URI Public Safety representative(s) with respect to any and all issues, concerns, and relevant information including communicating policies and procedures to the other guards and enforcing those policies and procedures with respect to Contractor's personnel.
- Contractor shall provide a portable radio to every security guard in order to provide direct communication between the security guards and the Contractor's supervisor who will be stationed in the URI Emergency Operations Center (EOC). An additional radio will be provided to URI's EOC Manager in order to monitor security guard communications. Communications equipment must be two-way Land Mobile Radio (LMR). Cellular telephones may not be used for this purpose.
- Contractor shall ensure that security guards are fitted with uniforms that foster a professional, consistent appearance. These uniforms must clearly identify the name of the security Contractor and the name of the individual security guard, as required by Rhode Island General Laws. In the event of rain, Contractor shall additionally furnish security guards with appropriate rain jackets clearly identifying the name of the security Contractor.

Upon Notice of Tentative Award, the successful bidder will be required to provide the following documentation relating to the requirements of these bid specifications:

- A list of the successful bidders employees who will be assigned to work at the University's commencement detailing the following:
  - Name and role for these services (ie. supervisor, guard, etc.)
  - Number of years with the company
  - Security License
- A detail of any subcontractor(s) being utilized to fulfill the requirement and the same information indicated above for each employee.

## **PERSONNEL REQUIREMENTS**

Contractor shall ensure and certify that all security guards and supervisors furnished under this Scope of Work meet the following minimum requirements:

- All security guards shall be registered by the State of Rhode Island Attorney General's Office as employees of the Contractor's security guard business.
- Contractor shall conduct background checks (state, fingerprint, nationwide criminal check) on all guards used to perform any services, ensuring that no personnel have a criminal record.
- All security guards shall have a minimum of two (2) years' experience as a security guard or in a branch of law enforcement or some other type of protective service.
- Contractor shall certify that no less than 75% of the security guard personnel provided under this Scope of Work are regular employees of the Contractor's security guard business, having worked at least three (3) shifts for the Contractor in the past ninety (90) days.
- Contractor shall certify that they have provided all security guards with a minimum of eight (8) hours of formal instruction to include the following topics:
  - Security techniques
  - Crowd management
  - Guest/public relations
  - Conflict resolution
  - Report writing
  - Behavioral detection
  - National incident management system
- Contractor shall ensure that all security personnel:
  - Are able to communicate effectively in both written and oral English.
  - Have current certification in emergency first aid and cardiopulmonary resuscitation (CPR).
  - Are physically and mentally capable of performing their assigned tasks.

The URI Director of Public Safety reserves the right, at his/her sole discretion, to require the Contractor to remove any guard for any lawful reason and request a suitable replacement from the Contractor.

Security guards are expected to be observant and provide a visible deterrent to crime and disruptions at the commencement ceremonies. Security guards shall enforce University policies, provide access control, conduct screenings, and prevent criminal activity. The goal of security guards shall be to create a safe, secure, professional environment while interacting with the public, vendors, URI staff, and other event support staff at their assignment by employing their training and following Contractor policies and URI Public Safety Department instructions.

## **PERFORMANCE DUTIES**

General performance criteria may include but shall not be limited to:

- Provide assistance, directions, answer questions, and otherwise serve as a central and visible source of information for staff, faculty, students, visitors, and vendors.
- Maintain access control at assigned locations by ensuring that only authorized persons are permitted into facilities.
- Inspection of people and property entering facilities as directed by URI Public Safety.
- Inspection of truck/trailer cargoes entering secured areas as directed by URI Public Safety.
- Provide parking lot traffic access and egress control.
- Notify supervisor of any hazards, safety violations or other conditions that warrant an unsafe condition who will in turn promptly notify a URI Public Safety representative.
- Perform additional related duties unique to specific posts as directed by URI Public Safety and communicated through the Contractor's administrative supervisor.
- Perform stationary duties, walking patrols, and/or operate a University-provided golf cart as required.

Security guards shall not carry weapons of any type.

#### **SECURITY GUARD REQUIRED DUTIES**

Specific duties of the Contractor's security guards may include but shall not be limited to:

- Screen all individuals at each designated entrance to the facility following procedures directed by URI Public Safety.
- Safeguard all property against fire, theft, vandalism, or illegal entry.
- Provide information and assistance to the public when called upon.
- Cover an assignment at a fixed post or patrol area, facility, or location for the purpose of detecting and preventing individuals or groups from committing acts which are injurious to other individuals or property.
- Visually screen packages and bags carried into facilities in accordance with URI Public Safety procedures.
- Report all incidents of an emergency nature that may involve potential damage or injury to any individual within the facility immediately to a URI Public Safety line supervisor or the Contractor's administrative supervisor.
- Patrol interior and exterior perimeter of the facility or location, as required.
- Correct any unsafe condition, if possible, inside and outside of the facility or location.
- Monitor and direct parking/traffic as directed by URI Public Safety.

All security guards and security supervisors shall:

- Follow direction of URI Public Safety's line supervisors as assigned.
- Report for duty at the designated starting time, and not leave assigned posts at any time unless relieved by another guard or supervisor or specifically authorized by a URI Public Safety line supervisor.

- Be punctual; Remain awake, alert, and attentive during their work shifts, without exception.
- Be responsive to special procedures as required by URI Public Safety representatives.
- Maintain a professional and businesslike demeanor at all times.
- Be able to read, write, and speak English proficiently; Prepare clear and concise reports; Recall facts and details concerning specific situations; And communicate effectively with the general public.
- React quickly and take command of emergency situations, and use sound judgment and discretion in handling unruly members of the public.
- Not accept gratuities for any reason whatsoever from staff or visitors.
- Be responsible for ensuring that all articles found are submitted to a URI Public Safety representative.

Prior to reporting to their designated location on campus, Contractor shall ensure that all security guards and supervisors sign in and out at the URI Emergency Operations Center or other location as specified in advance by URI Public Safety. At that time security guards will be briefed, inspected, and assigned for the tour of duty.

In the event that contract security guard(s) report to their assigned post later than the scheduled duty time (by fifteen minutes or more), the University will reserve the right to deduct two hours, plus the amount of time that the guard(s) reported late for duty, from the invoice covering the period.

#### **CONTRACTOR ORIENTATION**

Prior to the date of the commencement event, Contractor's three administrative supervisors will meet with URI Public Safety at a date, time, and location to be determined by the URI Director of Public Safety. The purpose of this meeting will be to review policies, procedures, and security guard post assignments for commencement. Contractor shall ensure that employees assigned to perform the work described in the specifications, whether or not in attendance at the initial orientation meeting, receive all information distributed at said initial orientation meeting.

Additionally, Contractor shall take all necessary steps to ensure that security guard personnel arrive at URI at the designated time on the day of commencement in order to receive a briefing at their post from their designated line supervisor.

**2016  
BID CHECKLIST  
FOR  
UNARMED SECURITY SERVICE  
FOR UNIVERSITY OF RHODE ISLAND  
Kingston, RI 02881**

**Vendors are required to confirm, by checking off the box to the left, that they have met all of the specifications included in the bid specifications and detailed below by checking off the box to the left.**

**Any boxes that are left unchecked will be assumed to indicate a lack of conformance to the specifications which may be grounds for disqualification.**

**A copy of this completed sheet is to be included with the bidders proposal.**

- ☐ Bidder is licensed by the State of Rhode Island Attorney General's Office to engage in the private security guard business and has maintained said license in good standing for a period of no less than three (3) years.
- ☐ All security guards to be utilized under this bid are registered by the State of Rhode Island Attorney General's Office as employees of the Bidder's security guard business.
- ☐ All security guards have a minimum of two (2) years' experience as a security guard or in a branch of law enforcement or some other type of protective service.
- ☐ All guards used to perform any services have successfully passed background checks (state, fingerprint, nationwide criminal check) ensuring that no personnel have a criminal record.
- ☐ No less than 75% of the security guard personnel provided under this bid are regular employees of the Bidder's security guard business, having worked at least three (3) shifts for the Bidder in the past ninety (90) days.
- ☐ Bidder has provided all security guards with a minimum of eight (8) hours of formal instruction to include those topics listed in the Scope of Work.
- ☐ All security personnel have current certification in emergency first aid and cardiopulmonary resuscitation (CPR), are able to communicate effectively in both written and oral English, and are physically and mentally capable of performing their assigned tasks.

This form must be signed:

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Name/Title (Printed)

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Signed



## Important Notice

Please note that the address for the URI Purchasing Office has changed although we have **not** moved and are still located in the Dining Services Distribution Center building.

Our new address is : 10 Tootell Road

Due to the recently added extension of Plains Road, the street name where our building resides has been changed and is now considered an extension of Tootell Road.